

Little Acorns



(Herne) Pre-School
Registered Charity No. 1027456

Minutes of Annual General Meeting

Held on Tuesday 5th February 2025
at Little Acorns (Herne) Pre-School

Present:	Chair Person	Michael Rigden (MR)
	Pre-school Manager:	Michelle Jones (MJ)
	Committee Members:	Helen McNab (HM) Sam Addy (CM) Hydie Roberts (CM)
	Staff:	Michelle Jones, Tracey Smith, Sarah Williams and Beth Finn
	Parents:	See attached attendance sheet
Apologies:	None	

Minutes from last AGM meeting.

Minutes were acknowledged and approved.

Proposals

Accounts - I would like to propose that they are a true and accurate representation of our finances and should be signed off as such. If somebody could second that as well.

Proposed: Michael Rigden

Seconded: Ally Betts

Minutes – I have a copy of last year's minutes that I would like to propose as a true and accurate reflection of last year's AGM if somebody would like to second them, please.

Proposed: Michael Rigden

Seconded: Steph Grates

There are no amendments to the constitution as supplied to us by Pre-school learning alliance so we will continue as before.

Proposed: Michael Rigden

Seconded: Helen McNab

My role as chairperson has to be approved each year at the AGM. If you are all happy for me to continue then could I ask somebody to propose me and then somebody else to second?

Proposed: Helen McNab

Seconded: Michelle Jones

The same goes for our treasurer Hydie, who I am more than happy to propose if somebody would like to second.

Proposed: Helen McNab

Seconded: Sam Addy

The rest of the committee can be elected as one. Assuming everybody is happy to stand again I happy to propose that last year's committee is to be reformed with the existing members.

Proposed: Michael Rigden

Seconded: Michelle Jones

A brief insight into the committee and how you can help

This being a charity run nursery we have to have a committee to oversee the running of Little Acorns. It is staffed by volunteers of current and former parents of children that attend Little Acorns. Our role is supporting the management and the staff and to make sure that the statutory requirements are being met and that the setting remains financially viable. We would welcome anybody who would like to join the committee.

1. Chairs Report

Every year at LA is a challenging year. Just like every setting we have had to cope with and adapt to the annual moving of the goal posts around regulation and funding from KCC and the Government and next year is going to be no different. Some of the annual changes we expect, such as the hike in minimum wage, and some of them we don't, like a rise in employers NI or the fact we now have to pay business rates or for recycling to be collected. It certainly doesn't help that KCC are yet to tell us what our funding rates are going to be going forward

However, we not only cope with these challenges but we continue to develop the setting and innovate how we work to give the children a brilliant time while they are here and give them the best possible start. I mentioned earlier that the reason we are rated as "outstanding" by OFSTED is that we have a passionate team who really knowledgeable about their work. It is also because they are willing to adapt and while not everything goes according to plan, they see it through for that I am extremely grateful to every single member of the team.

Most of you will know that we have also had two new members of the team who join us in September, Angela and Claire and both of whom who fitted in brilliantly and made a real difference to what we do. For those that don't know Claire has taken over the running of the kitchen and does cooking with the children. Claire has really made a difference and I know from talking to Michelle that it runs like clockwork and that takes a lot stress off of the rest of the team. Angela joined us in a new role, combining both back-office support which includes everything from fundraising and donations to analysing the data to see where the children are at in meeting their targets and of course identifying where they need extra support, to being out in the room supporting the team and doing phonics with the children. It is a broad role, a vital role and I have to say I have been really impressed with how well she has settled in and the difference she is making.

I'm sure all of you know Sarah who has been doing the room leader role for a few years now but I just wanted to thank her and Beth, our deputy room leader, for doing a great job. From a mindset point of view moving from being in the team to managing the team is not a straight forward process that takes time but they have really done a fantastic job.

Michelle and Tracey continue to be the driving force behind the development of LA and the biggest thanks of all goes to them. Most settings maximise their staff to child ratio to maximise income. I mentioned last year that they took the decision to maximise the numbers we have in order make sure we could maximise the support the we give to those we do have and while that was a brave decision it was the right decision I believe is born out in the results the children are achieving. On behalf of the committee, I would like to say a massive thank you to Michelle, Tracy and the rest of the team. They have all done an outstanding job and thank you for your presentations tonight.

As parents you do of course have your own, crucial role to play in helping your children maximise what they get out of the time they spend here at Little Acorns. I hope you as parents have found it both interesting and useful to find out a bit more. If though you have any questions or ideas, please do feed that back to us. We want to help you and we want to be the best we can be but we can only do that if you talk to us. Afterall, you know your children better than anyone.

My final thank you goes to the rest of the Little Acorns committee. We are all rightly very proud of Little Acorns and the team that runs it and it is fair to say Michelle and the team drive LA forward but my colleagues on the committee have all played their part too and should be very proud of what they have done and the time they have given. I certainly couldn't have done my job without their input and support and I thank you all.

Whatever the next 12 months brings LA will all continue to work very hard to give your children the support they need and continue to make it a fun and inspiring place for them to come.

2. Introduction to Tapestry by Sarah

Tapestry is the new app we will be using to record the children learning in line with the EYFS. It will be live by Monday 10th February. It is similar to Learning Book which we were already using. It includes a daily care diary. It includes all up-to-date nursery policies. As of next term, it will also be

the main way of viewing invoices for fees. It is all linked to the EYFS and will reflect the learning the children have been doing in the setting.

3. Managers' Report

It's been another very busy year with the introduction of 2 yr old funding of 15 hrs.

We have re-directed the rain water from the alley into drainage as it was becoming a H&S issue as very icy and muddy

We widened the path to the nursery as not wide enough for parents to line up and also get past.

We have seen an increase of younger children attending longer hours.

The children are always busy and enjoying all the additional activities we offer.

Angela is an EY Teacher and has started a phonics class that children attend weekly in small groups

We continue to do Happy Minds, with a similar programme for the younger ones to help them gain concentration and listening skills

All the children enjoy 'Child's choice' time where they get to choose their activity (cooking, sports, gardening, music & dance) etc.

New fee structure from April 2025- £8.50/hour +, £8.50 per day for extra activities

This is the only way we can survive the increased funding and Wage increases.

The funding rate we receive from KCC is not enough to cover all our expenses.

We are currently awaiting KCC review of funding rates and the criteria on how Early Years settings can charge in addition to this.

4. Funding update from Deputy Manager

Tracey updated us on the current FF2 and 30 hours funding offer, including the new intake of two-year-olds. The current proposal of fees changing from £7.00 to £8.50 from April to stay in line with minimum wage. This may change in September as KCC set new funding for the academic year. The opening hours will change to 8:45 – 3:30. The new intake of children will be required to attend for a minimum of two full days. All funded children will do 6 funded hours per day plus 45 mins of non-funded hours; which will in turn replace any other fees.

5. Treasurers Report

HR declares that the accounts are true and accurate stating that Little Acorns continues to remain in a sound financial position. She also explained how the numbers and the budgeting has evolved to include the new build.

6. Any other business –

A reminder that there is a valentine's event next Friday at 1:30pm

A reminder for all attendees to sign up to the Co-op as supports the fundraising we are doing at Little Acorns.

An update that we have two new members of staff, Clare and Angela.

AGM concluded at 6:45pm

Little Acorns (Herne) Pre-School

Charity Commission Number 1027456

Financial Statements for the year to 31st August 2024



Prepared by Zazie Business Services Ltd

Independent Examiners Unqualified Report for the year to 31st August 2024

This report relates to the accounts for the charity for the period ended 31st August 2024

Respective Responsibilities of Trustees and Examiner

The Charity's trustees are responsible for the accounts. This period the trustees have not required an audit under s144(2) of the Charities Act 2011 and that an independent examination is required.

It is my responsibility to:

- Examine the accounts (under s145 of the Act)
- Follow the procedures laid down in the General Directions given by the Charity Commissioners (s145(5)(b) of the Act)
- State whether particular matters have come to my attention

Basis of Independent Examiners Report

The examination was carried out in accordance with the General Directions given by the Charity Commissioners. This includes a review of the Accounting Records and a comparison of the accounts with those records. In addition, consideration is given to any unusual items and explanations will be sought from the trustees if considered necessary. The procedures followed are not sufficient for audit purposes and there is no opinion given as to whether the accounts present a "true and fair" view and therefore the report is limited to those matters set out in the statement below.

Statement

In the course of my examination, no matter has come to my attention

1. Which gives me cause to believe that, in any material respect, the requirements:
 - To keep accounting records in accordance with s130 of the 2011 Act and
 - To prepare accounts which accord with accounting records and comply with requirements of the Acthave not been met or
2. To which my opinion, attention should be drawn in order to enable a proper undertaking of the accounts to be reached.

M E Hill BA(Hons) MSc
Zazie Business Services Ltd
Innovation Centre Medway
Maidstone Road
Chatham
Kent ME5 9FD

Date

	Year to 31/8/24		Year to 31/8/23	
	£	£	£	£
Receipts				
Fees		233,924		208,829
Fundraising and Donations		3,611		2,109
Interest		53		76
Other KCC Grants		<u>7,707</u>		<u>24,853</u>
		245,642		236,214
Payments				
Wages	180,464		175,878	
Other Costs	<u>1,547</u>		<u>1,972</u>	
Total Staff Costs		182,011		177,850
Resources	1,510		3,011	
Child Sponsorship	360		360	
Fundraising	50		0	
Healthy Eating	787		740	
Uniforms	156		117	
Entertainment	<u>0</u>		<u>0</u>	
Total Cost of children's services		2,862		4,228
Premises Costs		12,810		8,988
Cleaning		2,327		2,427
Repairs		1,390		1,571
Administration		1,510		3,658
Professional Fees		965		1,170
Other Costs		0		0
Gifts	0		0	
Miscellaneous	2,126		2,289	
Insurance	2,444		1,274	
Advertising	640		194	
Depreciation	<u>19,953</u>		<u>18,617</u>	
		25,163		22,374
Total Payments		229,039		222,267
Net Receipts		<u>16,603</u>		<u>13,947</u>
Less Capital Expenditure				
Building Development		<u>38,661</u>		<u>155,152</u>
Excess Income		(22,058)		(141,204)

Statement of Assets

Fixed Assets	279,347	260,639
Cash at Bank	9,069	5,425
Other current liabilities	<u>(2,747)</u>	<u>(8,325)</u>
	<u>285,669</u>	<u>257,739</u>

Bank Balances

Current	12,734	8,838
Deposit	1,000	1,133
Advanced	<u>(4,665)</u>	<u>(4,545)</u>
	<u>9,069</u>	<u>5,425</u>

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